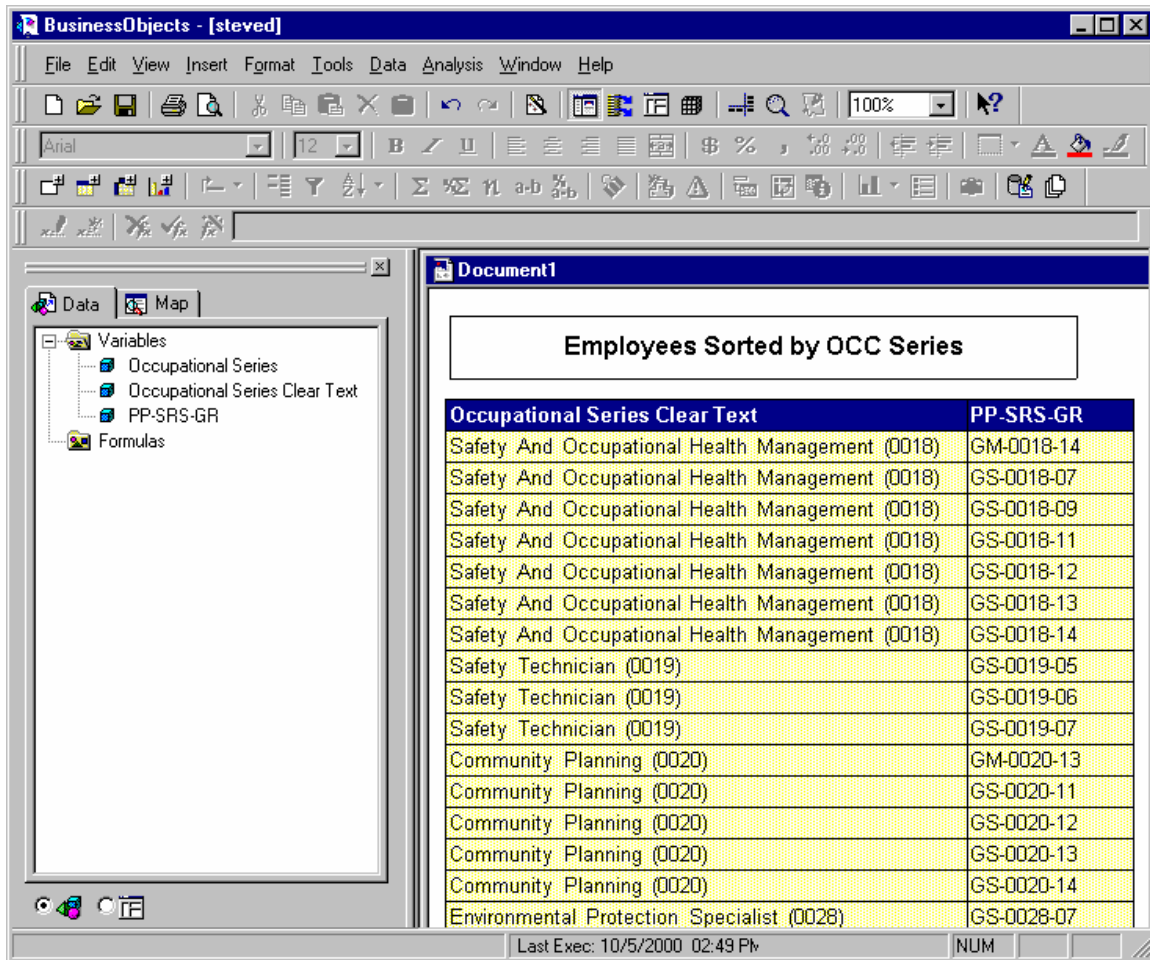


## SORTING A REPORT OFF A HIDDEN COLUMN



**BusinessObjects - [steved]**

File Edit View Insert Format Tools Data Analysis Window Help

Document1

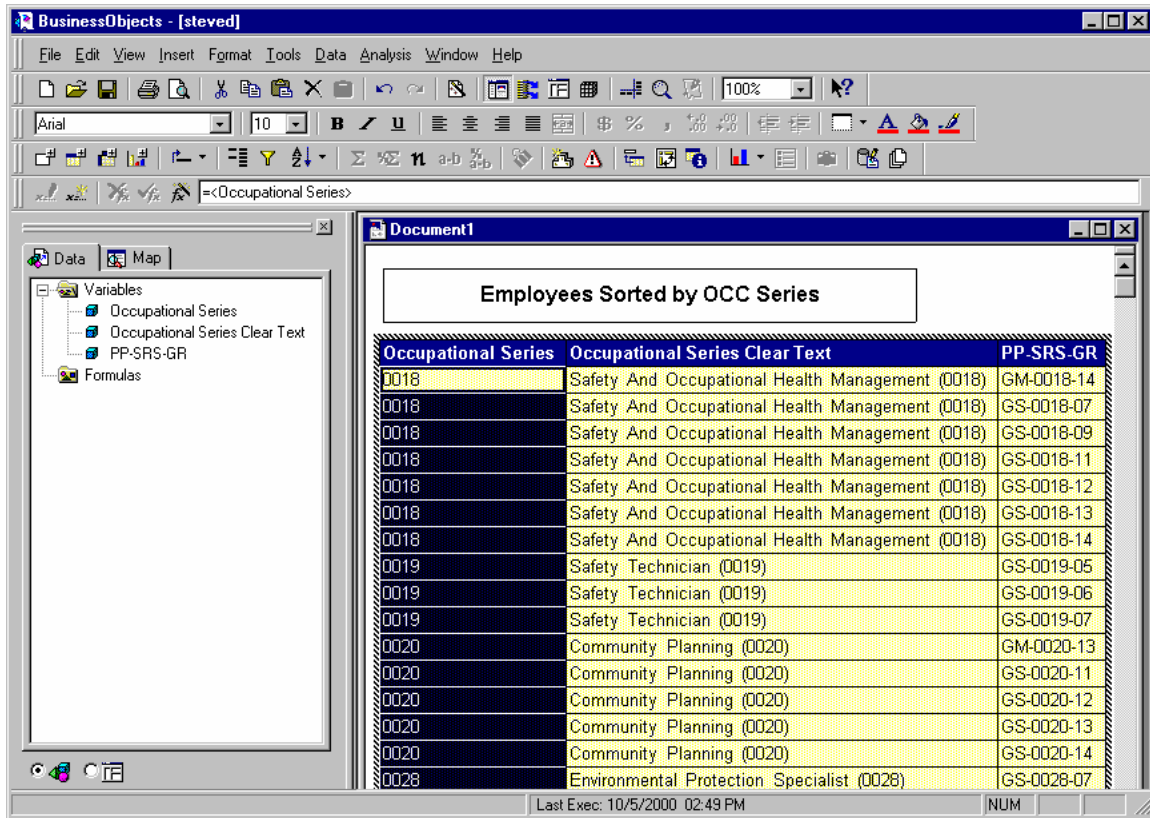
**Employees Sorted by OCC Series**

Occupational Series Clear Text	PP-SRS-GR
Safety And Occupational Health Management (0018)	GM-0018-14
Safety And Occupational Health Management (0018)	GS-0018-07
Safety And Occupational Health Management (0018)	GS-0018-09
Safety And Occupational Health Management (0018)	GS-0018-11
Safety And Occupational Health Management (0018)	GS-0018-12
Safety And Occupational Health Management (0018)	GS-0018-13
Safety And Occupational Health Management (0018)	GS-0018-14
Safety Technician (0019)	GS-0019-05
Safety Technician (0019)	GS-0019-06
Safety Technician (0019)	GS-0019-07
Community Planning (0020)	GM-0020-13
Community Planning (0020)	GS-0020-11
Community Planning (0020)	GS-0020-12
Community Planning (0020)	GS-0020-13
Community Planning (0020)	GS-0020-14
Environmental Protection Specialist (0028)	GS-0028-07

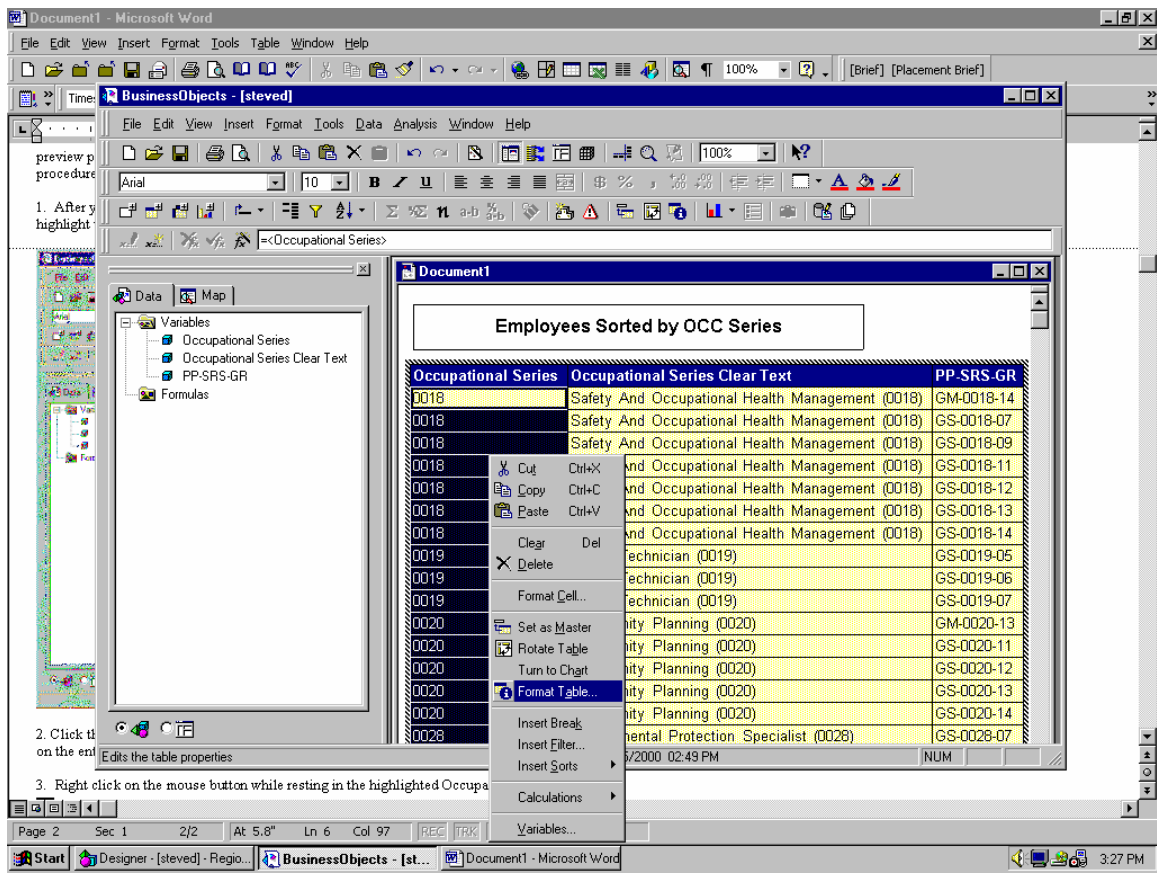
Last Exec: 10/5/2000 02:49 PM NUM

Notice the variable list from the report manager. Three objects are listed but not shown on the Document1 preview panel. The preview document is, however, sorted by the Occupational Series object. Here are the procedures for making this work correctly:

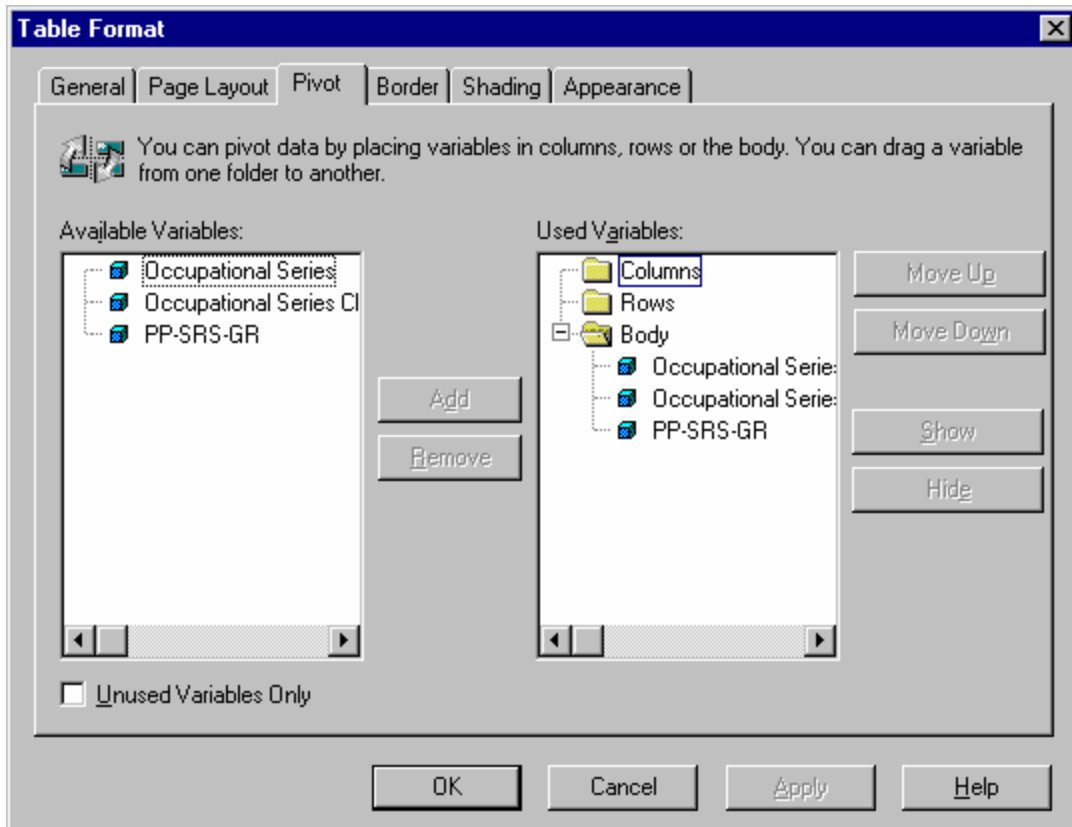
1. After you've brought all of the objects into the data provider and clicked on the 'run' button, you must highlight the column you wish to make your primary sort, as illustrated:



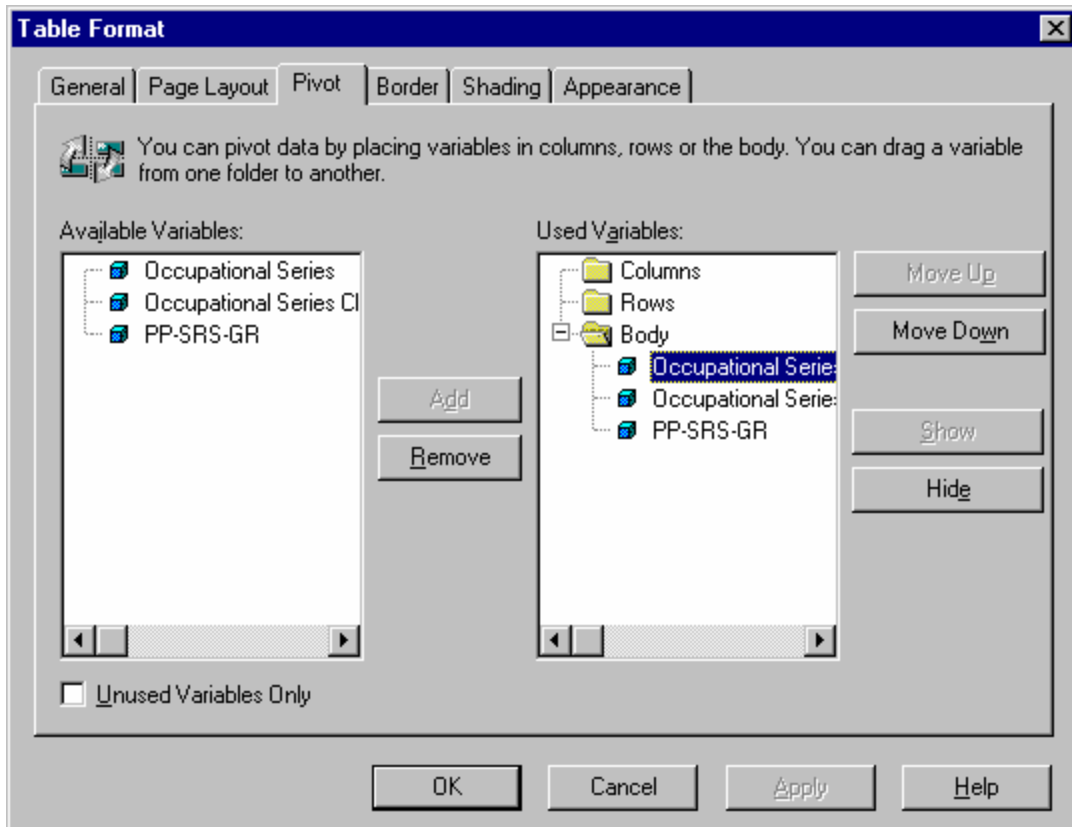
2. Click the A to Z sort icon on the report formatting menu bar. This action will 'lock in' an ascending sort on the entire report based upon Occupational Series.
3. Right click on the mouse button while resting in the highlighted Occupational Series column.



4. Click on Format Table. The next dialog will appear:



5. If the Pivot tab of the Table format dialog is not selected, click on it. In the used variables selection box (right side), click on the Occupational Series variable. The word 'Hide' will now be highlighted as shown here:



6. Click on Hide, Apply and then OK. The Occupational Series column will now be hidden as shown in the first illustration.